

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND



MEMORANDUM FOR STUDENTS ATTENDING AIR FORCE TRAINING COURSES

FROM: 366 TRS, Det 7/CC
181 Cooley Ave, Suite A
Fort Leonard Wood MO 65473-8951

SUBJECT: Arrival and In-Processing

1. Welcome to Fort Leonard Wood and the Air Force training courses for Vehicle Operations (2T1X1), Pavements & Equipment (3E2X1), Engineering (3E5X1), and Readiness (3E9X1) career fields. Please refer to the following paragraphs for your specific AFSC for in processing information:

Vehicle Operations Apprentice Course: Your in-processing will be accomplished at Bldg 5400 (Brown Hall) Nebraska Ave, 2nd floor, at 0745 on the first day of class. Please bring two copies of your orders stating you are attending the JCABP2T131-000AA apprentice course.

Pavements & Equipment Apprentice Courses: Your in-processing will be accomplished at Bldg 12400 (Normandy Tng Area TA 244), park across the street on the northwest side of bldg 5085, at 0730 on the first day of class. Please bring two copies of your orders stating you are attending two apprentice courses with the first being J5AQA3E231-000 and the second JCABP3E231-000AA.

Engineering Apprentice & Advanced Courses:
Apprentice: Your in-processing will be accomplished at Bldg 1703A Cooley Ave, USAF Detachment 7, Orderly Room at 0745 on the first day of class. Please bring two copies of your orders stating you are attending two apprentice courses with the first being J9AQA3E531-00RA and the second JCABP3E531-00AB.

Craftsman & Advanced: Your in-processing will be accomplished at Bldg 10301, TA259, AF Engineering Training Area, at 0730 on the first day of class. Please bring two copies of your orders stating you are attending the JCACP3E571 01AA, Engineering Craftsman; JCAZP3E571 01AB, Construction Survey Course

Readiness Apprentice & Advanced Courses:
Apprentice: Your in processing will be accomplished at Bldg 3203 (Thurman Hall), 2nd Floor, Room 2031, at 0730 on the first day of class. Please bring two copies of your orders stating you are attending the JCABP3E931 00AB apprentice course.

Advanced & Officer: Your in processing will be accomplished at Bldg 3203 (Thurman Hall), 2nd Floor, Room 2031, at 0730 on the first day of class. Please bring two copies of your orders stating you are attending the J6ACW3E971 (web based), JCACP3E971 01AA (resident),

Readiness Craftsman; JCAZP3E971 01AA, Advanced Readiness; J7AST3E971 01 AA, Readiness NBC Cell Plotting and Reporting; or JCOZP32E1D 01AA, Readiness Flight Officer Course.

2. Transportation is always an issue unless you've brought your own vehicle. There are several rental car companies in the area if you are authorized. Enterprise rental can be reached at 573-336-7355; Hertz rental 573-329-6686; Mid-Missouri Motors 573-336-3221; and Sellers-Sexton Ford 573-336-2000. Post Cab (Taxi) for the installation is 573-336-0111. Post Shuttle ("Official Government Business"), runs Monday through Friday 0630-1700 and can be reached at 6-1927 (from an on-post number).

3. Uniform requirements for all AF courses are BDUs with BDU hat. Unit hats are not authorized. The service dress uniform will be required for apprentice course graduation. Dress and appearance must be IAW AFI 36-2903.

4. If you have any questions, please direct them to the appropriate course supervisor:

Vehicle Operations (2T1X1): (573) 596-0131/Ext 62677

Pavements & Equipment (3E2X1): 596-0131/Ext 62557 or (573) 596-0131 Ext 64944

Engineering Apprentice Course: (3E5X1): (573) 596-0131/Ext 64833

Engineering Advanced Courses: (3E5X1): (573) 596-0131 Ext 63453

Readiness(3E9X1): (573) 596-0131/Ext 37637